



**INSTRUCTIONS FOR COMPLETING THE
Department of Homeland Security (DHS)
Funding Opportunity Announcement (FOA) Template**

Instructions are in *italics*

OVERVIEW INFORMATION

Issued By
U.S. Department of Homeland Security (DHS)/Science and Technology Directorate
Catalog of Federal Domestic Assistance (CFDA) Number
97.061
CFDA Title
Centers for Homeland Security
Funding Opportunity Announcement Title
Center of Excellence for Command, Control and Interoperability
Authorizing Authority for Program
Homeland Security Act of 2002, as amended, P.L. 107-296, 6 U.S.C. 188.
Appropriation Authority for Program
FY11 appropriations citation is P.L. 112-10, Department of Defense and Full-Year Continuing Appropriations Act, 2011: http://www.gpo.gov/fdsys/pkg/BILLS-112hr1473enr/pdf/BILLS-112hr1473enr.pdf H. R. 1473—108 Notwithstanding section 1101, the level for “Department of Homeland Security, Science and Technology, Management and Administration” shall be \$141,200,000. SEC. 1643. Notwithstanding section 1101, the level for “Department of Homeland Security, Science and Technology, Research, Development, Acquisition, and Operations” shall be \$688,036,000, of which \$40,000,000 shall remain available until September 30, 2013, for construction of the National Bio- and Agro-defense Facility central utility plant: <i>Provided</i> , That the final proviso included under the heading “Department of Homeland Security, Science and Technology, Research, Development, Acquisition, and Operations” in the Department of Homeland Security Appropriations Act, 2010 (Public Law 111 83) shall have no force or effect: <i>Provided further</i> , That funding for university programs shall not be reduced by more than twenty percent from the fiscal year 2010 enacted level.
FOA Number

<i>DHS-12-ST-061-002-SUPP1</i>	
Key Dates and Time	
Application Start Date:	<i>01/30/2012</i>
Application Submission Deadline Date:	<i>02/13/2012</i>
Anticipated Funding Selection Date:	<i>02/14/2012</i>
Anticipated Award Date:	<i>02/15/2012</i>

Other Key Dates

Other Key Dates: N/A

Intergovernmental Review

Is an intergovernmental review required? ☐ Yes X No

If yes, applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type: ☐ New X Continuing ☐ One-time

Date of origin for Program: 06/29/2009 (if available)

This FOA is for a supplemental award to an existing continuation award.

Opportunity Category

Select the applicable opportunity category:

☒ Discretionary ☐ Mandatory ☐ Competitive ☒ Non-competitive
☐ Sole Source (Requires Awarding Office Pre-Approval and Explanation)

Application Process

DHS makes all funding opportunities available through the common electronic "storefront" grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this

announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

Eligible Applicants

List one or more of the following entities which are eligible to apply for this solicitation:

X *Public & State controlled institutions of higher education*

Additional information should be provided under Section III, Eligibility Criteria of this FOA.

Type of Funding Instrument

Select the applicable funding instrument: X Cooperative Agreement ☐ Grant

In addition to the usual monitoring and technical assistance, the following identifies DHS responsibilities under this Award:

DHS shall approve or disapprove all sub-projects proposed for funding under this Award.

DHS shall approve the work plan and any modifications of the work plan for this Award.

DHS shall conduct ongoing monitoring of the activities of Recipient's work plan and activities funded through this Award through face-to-face and/or telephone meetings and review of progress reports.

DHS shall conduct coordination with the Recipient that includes, but is not limited to:

Providing strategic input as necessary on an ongoing basis;

Coordinating research and development activities that support the national research agenda; and

Creating awareness and visibility for this program.

DHS employees may co-author publications with COE researchers. Any publication co-authored by DHS staff will be subject to DHS's publications approval process prior to dissemination of the publication. The DHS Program Officer will provide disposition of all clearance requests for publications co-authored by DHS employees upon receipt of the publication from the Recipient.

DHS shall review and provide comments on the Recipient's Information Protection Plan as required under Article VI, paragraph G.

DHS shall review and provide comments on the Recipient's Research Safety Plan as required under Article VI, paragraph H.

DHS may create a Federal Coordinating Council that reserves the right to provide guidance and direction to the DHS regarding the Recipient's research plan.

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Cost Share or Match
Select the applicable requirement: ☐ Cost Match ☐ Cost Share X None Required
<i>If a cost match or cost share is required, please provide percentage or amount. For non-statutory (e.g., discretionary) cost match or share requirement, please provide the basis for decision to have a cost match/share and supporting documentation, such as a Federal Register Notice.</i> <i>Indicate if there are any restrictions on the types of cost (e.g., in-kind contribution) that are acceptable as cost share or cost match.</i> <i>If cost share or cost match is required, provide the appropriate formula sample for the applicant's use.</i>
Maintenance of Effort
Is there a Maintenance of Effort (MOE) requirement? ☐ Yes X No
Management and Administration
IDC is allowable by the grantee and subgrantee. Provide a copy of the negotiated rate at the time of application.

FULL ANNOUNCEMENT

Funding Opportunity Description

Program Overview and Priorities
This phase of work addresses and seeks to build on UCASS Phase I accomplishments and allow the performer to expedite efforts to: • Prepare a widely-usable demonstration version of a prototype decision support tool • Work with users to refine the prototype tool and educate the users, to lay the groundwork for transition • Incorporate into the decision support tool early versions of pre- and post-processing components that will be able to incorporate the risk and economic modeling done by our partners at CREATE • Enhance data gathering and analysis needed for the CCICADA and CREATE modeling.
<i>Mission 5: Ensuring Resilience to Disasters</i> • <i>Goal 5.2: Enhance Preparedness</i> • <i>Goal 5.3: Ensure Effective Emergency Response</i> • <i>Goal 5.4: Rapidly Recover</i> <i>In addition, we must specifically focus on maturing the homeland security enterprise itself. Maturing and strengthening the homeland security enterprise includes enhancing shared awareness of risks and threats, building capable communities, fostering unity of effort, and fostering innovative approaches and solutions through leading-edge science and technology.</i> For additional details on the QHSR Report, please refer to http://www.dhs.gov/xabout/gc_1208534155450.shtm.

- **Funding Information**

Award Amounts, Important Dates, and Extensions	
Available Funding for the FOA:	\$77,000
Projected number of Awards:	1
Projected Award Start Date(s):	07/01/09
Projected Award End Date(s):	6/30/15
Period of Performance:	72 Months
Period of Performance	

Is an extension to the period of performance permitted? ☐ Yes X No

If extensions to the period of performance will be considered, indicate what steps grantees must follow and what information must be included in the justification for such request to be considered.

- **Eligibility Information**

Eligibility Criteria
Supplemental project funding for the State University of New Jersey, Rutgers

- **Funding Restrictions**

Restrictions on Use of Award Funds
In addition to the usual monitoring and technical assistance, the following identifies DHS responsibilities under this Award: DHS shall approve or disapprove all sub-projects proposed for funding under this Award. DHS shall approve the work plan and any modifications of the work plan for this Award. DHS shall conduct ongoing monitoring of the activities of Recipient's work plan and activities funded through this Award through face-to-face and/or telephone meetings and review of progress reports.

DHS shall conduct coordination with the Recipient that includes, but is not limited to:

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DHS may create a Federal Coordinating Council that reserves the right to provide guidance and direction to the DHS regarding the Recipient's research plan.

- **Application Review Information and Selection Process**

Application Review Information
N/A

Application Selection Process
N/A

- **Post-Selection and Pre-Award Guidelines**

Notice of Award
<i>Continuation Applications</i>

Administrative and Federal Financial Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page 6 of

<http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf> . A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms

FINANCIAL REPORTS

Annual Federal Financial Reports. The Recipient shall submit a Federal Financial Report (SF 425) to the DHS Grants Officer no later than 90 days after the end of the reporting period end date. The reports shall be emailed to DHS-GrantReports@dhs.gov and include the grant program name and number in the subject line.

Final Federal Financial Report (FFR). The Recipient shall submit the final Federal Financial Report (SF 425) to the DHS Grants Officer no later than 90 days after the Project Period end date. The FFR shall be emailed to DHS-GrantReports@dhs.gov and include the grant program name and number in the subject line.

Quarterly Federal Financial Reports (Cash Transaction). The Recipient shall submit the FFR (SF 425) Federal Cash Transaction Report to the Department of Health and Human Services, Payment Management System, SMARTLINK. Quarterly Cash Transaction reports shall be submitted no later than 1/30, 4/30, 7/30 and 10/30 each year.

Programmatic Reporting Requirements

PERFORMANCE REPORTS

Performance Reports. The Recipient shall submit performance reports to the DHS Grants Officer. Reports may be emailed to DHS-GrantReports@dhs.gov.

1. Annual performance reports are due within 90 days of the end of the reporting period.
2. Performance reports must provide information on the overall progress. These reports shall:
 - a. Consist of summary reports on the Center as a whole and on each funded Center sub-project, along with explanations of any changes from the initially approved work plan, budget expenditures and changes, and unanticipated problems.
 - b. Include budget information categorized by both object class and project.
 - c. If applicable, include a certification that no patentable inventions were created during the reporting period.
3. The Recipient shall submit annual Performance Reports as a condition for receiving further funding increments

4. If the performance report contains any information that is deemed proprietary, the Recipient will denote the beginning and ending of such information with asterisks (***).

Final Performance Report. The Recipient shall submit the Final Performance Report to the DHS Grants Officer within 90 days after the expiration date of the Project Period. The Final Performance Report may be emailed to DHS-GrantReports@dhs.gov.

- **DHS [Component Acronym] Contact Information**

Contact and Resource Information
<i>Provide a list of point(s) of contact available to applicants to answer questions or assist with technical problems while the funding opportunity is open. Where appropriate, provide specific individual names as well as:</i>
Joseph Kielman S&T Stop 0217 Department of Homeland Security 245 Murray Lane, SW Washington, DC 20528-0217 Phone: 202-254-5787 E-mail: joseph.kielman@dhs.gov

- **Other Critical Information**

Additional Information
N/A

- **How to Apply**

Application Instructions
1. SF424 Application for Federal Assistance (SF424-V2.0) – please complete this form in its entirety. a. If you fill this form out first, other required forms will populate with basic data such as name, address, etc. Signature and date will auto-fill when you submit the application package through Grants.gov. b. Block 1, Type of Submission – please check “Application” c. Block 2, Type of Application – please check “Continuation” d. Block 17, Proposed Project – please provide the start and end dates for your project. e. Block 18, Total Estimated Project Funding – this amount should correspond to your budget justification and the Budget form’s total for the requested budget period. f. Block 19 (E.O. 12372 review question): Please contact your State Single Point of Contact (SPOC) to determine whether you are required to submit this noncompeting continuation application for review, and then check the appropriate box in Block 19. Find your State SPOCs: http://www.whitehouse.gov/omb/grants_spoc g. Regarding Block 21: By submitting this application, your organization is providing certifications and assurances regarding: i. Drug-Free Workplace Requirements ii. Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions iii. Information regarding the certifications on drug-free workplace; and debarment, suspension, and other responsibility matters; is attached for your reference as Attachment A.

h. If you are requesting Indirect/Fringe Costs, please attach your indirect cost rate agreement, fringe benefit rate agreement, or a description of how fringe rates are calculated, using the “Add Attachments” button at the end of the 424.

2. Budget Information, Non Construction Programs (SF424A-V1.1) –

Filling out the Budget Form – please ensure that funds requested on the Budget form correspond to the same items in your budget justification and that the total requested corresponds to Block 18 on the SF 424 form.

3. Certification Regarding Lobbying (GG_Lobbying Form-V1.1).

Submit this form. It will be electronically signed upon submission to Grants.gov as part of your application. If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying, which is provided as an optional form in the application package.

Optional forms

A. Attachments Form – use this form to attach other documents if you need another place to electronically attach portions of your application.

B. SF-LLL Disclosure of Lobbying Activities – fill out and submit this form ONLY if Condition 2 in the Lobbying Certification applies.

- **Application and Submission Information**

Application and Submission Information
1. Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov web site. 2. For a hardcopy of the full announcement, please write or fax a request to: Sean Lilly Sean.lilly@hq.dhs.gov FAX: (202) 447-5600 Applications will be processed through the Grants.gov portal.